



**Town of Hilton Head Island**  
**Arts and Cultural Strategic Planning**  
**Committee Meeting**  
**July 13, 2015 at 3:00 p.m.**  
**CONFERENCE ROOM # 3**  
**AGENDA**

---

As a Courtesy to Others Please Silence All Mobile Devices During the Town Meeting.

- 1) **Call to Order**
- 2) **FOIA Compliance**  
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 3) **Approval of the Agenda**
- 4) **Approval of Notes** – July 6, 2015 Meeting
- 5) **Unfinished Business**
  - A. Discussion —
    - a. What questions do we need to ask of the groups identified on June 15<sup>th</sup>? (Note: includes data already available in other studies). Complete work that was not presented on July 6.
    - b. How to best engage Arts & Cultural groups and the Community (Other Constituencies) Examples: focus groups; web-based survey, other outreach activities) (Note: includes identifying when each activity should occur so we can prepare a calendar).
  - B. Discussion —
    - a. How should we organize ourselves to get this work done? (e.g., the engagement of the groups we have identified)
- 6) **New Business**
  - A. Discussion: How should we identify what data is already available and how do we get the data?
- 7) **Adjournment**

Please note that a quorum of Town Council may result if a majority of their members attend this meeting.

**TOWN OF HILTON HEAD ISLAND** **DRAFT**  
**Arts and Cultural Strategic Planning Committee Meeting Notes**  
**Monday, July 6, 2015**  
**3:00p.m. – Conference Room # 3**

Committee Members Present: Chairman Jane Joseph, Jim Collett, Janice Gray, Hannah Horne, and Bob Lee

Committee Members Absent: Meg Eberly and Ben Wolfe  
Vice Chairman Maryann Bastnagel and Lisa Snider participated via Teleconference

Town Council Present: Kim Likins and Tom Lennox

Town Staff Present: Jill Foster, Deputy Director of Community Development  
Kathleen Carlin, Administrative Assistant

**1. Call to Order**

**2. FOIA Compliance**

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

**3. Approval of the Agenda**

The committee **approved** the agenda as submitted by general consent.

**4. Approval of Meeting Notes**

The committee **approved** the meeting notes of the June 15, 2015 meeting as amended by general consent.

**5. Welcome & Teleconference setup with Vice Chairman Bastnagel and Lisa Snider**

Chairman Joseph welcomed those present at the meeting as well as two committee members who participated via teleconference.

Ms. Jill Foster presented a brief overview of the Arts & Cultural Strategic Planning files that have been collected by the staff and the committee in 'drop box'. Committee members have been contributing some great information in 'drop box' during the past several weeks for consideration by the committee.

The following working groups (teams) were assigned at a previous committee meeting:

- 1) Arts & Cultural Organizations (including Music, Theater/Performance, Other and Cultural Organizations) Meg Eberly and Hannah Horne.
- 2) School Programs: Maryann Bastnagel and Ben Wolfe

- 3) For Profit - Galleries, Music, Other and Individual Artists: Jim Collett and Jane Joseph
- 4) Towns and Cities: Lisa Snider and Bob Lee
- 5) Public Residents: Janice Gray and Bob Lee
- 6) Public Visitors – Hannah Horne

## 6. Unfinished Business

Chairman Joseph reviewed the committee's meeting schedule for July, August and September. Four members are not available for the August 10<sup>th</sup> meeting. An alternative meeting on the 17<sup>th</sup> was discussed. One person could not attend and 2 people are "maybe". One member is not available for the August 24<sup>th</sup> meeting. Chairman Joseph will email Ben and Meg to find out their availability on all three days and email the committee members with a final August schedule.

Chairman Joseph requested that Ms. Jill Foster confirm the availability of Ms. Susan Simmons, Director of Finance, to make a presentation to the committee on July 13<sup>th</sup>.

Chairman Joseph and the committee discussed several of the documents located in 'drop box' including a list of Arts Organizations, Arts and Cultural Committee Questions, and a list of Arts Organizations - Not for Profits. The committee will discuss Arts Organizations – Profits at their next meeting on July 13, 2015.

Lisa Snider and Bob Lee presented the questions that they developed for the Towns/Cities interviews. In the discussion, which followed, members of the committee also suggested additional questions about marketing to be included. Ms. Snider and Mr. Lee have agreed to personally visit the cities to which they can easily travel. Other cities will be contacted by Skype or telephone. It was also agreed that it may be necessary to have conversations with several people in a city to get all the information we need.

Vice Chairman Maryann Bastnagel presented the questions for the Schools interviews. Discussion included which schools to visit, how to incent parents to attend and suggestions on who to contact to get the best direction on which schools and staff to interview. Ms. Bastnagel agreed to include the Boys & Girls Club and Island Rec Center as part of the schools interviews. Hannah Horne suggested that the Chamber's Youth program may also be a good additional group to include. They have a meeting on Tuesday, August 18<sup>th</sup>. The committee also discussed whether we should include children in the interviews since they would be a good indicator of the kinds of programs we would want in the future.

Hannah Horne presented the questions for the Non-profit Arts interviews. It was agreed that these questions would also apply to the Cultural non-profits on the committee's list. We discussed the need for a good description of what an Office of Cultural Affairs or Arts & Cultural Commission to review with respondents before expecting them to weigh in on whether one of them would be a benefit to the community. Other suggestions from the members included additional of financial information to answer Financial Objective

questions as well as differentiating between support of town assistance and willingness to fund such support. There was also a discussion of some historical points such as who initiated and ran the May Bravo program and what the Chamber's role was in an Arts & Culture committee. Mr. Lee will try to find answers to those questions. Group or one on one meetings to introduce the need for data plus a survey using Survey Monkey were identified as the method for gathering this group's data.

All three of these presenters will look at timeframe and draft schedule for getting their interviews done.

For profit and public interview questions will be reviewed at the next meeting.

**7. New Business**

No new business was discussed.

The next committee meeting will be on July 13, 2015 at 3:00p.m in Conference Room # 3.

**8. Adjournment**

The meeting was adjourned at 4:55p.m.by general consent.

Submitted By:

Approved By:

\_\_\_\_\_  
Kathleen Carlin  
Administrative Assistant

\_\_\_\_\_  
Jane Joseph  
Chairman